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18 February 2021

To: Chairman – Councillor Jose Hales
Vice-Chairman – Councillor Sue Ellington
All Members of the Grants Advisory Committee - Councillors
Dr. Claire Daunton, Peter McDonald and Bill Handley

Quorum: 3

Substitutes: Councillors Bunty Waters, Tom Bygott, Dr. Shrobona Bhattacharya,
Mark Howell, Heather Williams and Sarah Cheung Johnson

Dear Councillor

You are invited to attend the next meeting of **Grants Advisory Committee**, which will be held in the **Virtual meeting - Online** at South Cambridgeshire Hall on **Friday, 26 February 2021 at 10.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution ***in advance of*** the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully

Liz Watts

Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

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6.	Date of next meetings	

The next meeting will be held on Friday 26 March at 10am.

GUIDANCE FOR MEMBERS OF THE PUBLIC ATTENDING ONLINE MEETINGS

Members of the public are welcome to view the live stream of this meeting, except during the consideration of exempt or confidential items, by following the link to be published on the Council's website.

Any person who participates in the meeting in accordance with the Council's procedure rules, is deemed to have consented to being recorded and to the use of those images (where participating via video conference) and/or sound recordings for webcast purposes. When speaking, members of the public should not disclose any personal information of any individual as this might infringe on the rights of that individual and breach the Data Protection Act.

For more information about this meeting please contact democratic.services@scambs.gov.uk

Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Grants Advisory Committee held on
Friday, 29 January 2021 at 10.00 a.m.

PRESENT: Councillor Jose Hales – Chair

Councillors: Dr. Claire Daunton Sue Ellington
Peter McDonald Bill Handley

Officers in attendance for all or part of the meeting:

Aaron Clarke Democratic Services Officer
Jason Clarke Programme Manager
Jon London Northstowe Community Development Officer

Councillor John Williams (Lead Cabinet Member for Finance) was in attendance, by invitation.

1. Election of Vice-Chair

Councillor Claire Daunton proposed, and Councillor Jose Hales seconded, the nomination of Councillor Sue Ellington as Vice-Chair. It was **agreed** unanimously that Councillor Sue Ellington would become Vice-Chair.

2. Apologies for Absence

There were no apologies for absence.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of Previous Meeting

The Grants Advisory Committee authorised the Chair to sign, as a correct record, the minutes of the meeting held Friday 18 December 2020, subject to the correction of the name of officer Lesley McFarlane.

5. Community Chest: Funding Applications

The Grants Advisory Committee reviewed all Community Chest applications received between 4 December and 20 January. There were no deferrals to consider.

Two applications were brought forward in 'Appendix A' of the reports pack for Friday 29 January 2021.

After consideration of these applications, the Committee recommended to the Lead Cabinet Member for Finance that:

Waterbeach Military Heritage Museum (GVTFSGDH) be funded at the requested level of £1000
Blue Smile (XRFPMWHW) be funded at the requested level of £1000.

The Committee noted the remaining money left in the pot for the Community Chest grants and discussed providing an additional grant that community groups could apply to for Covid relief funding.

It was **agreed** that officers would bring a draft paper regarding this to the next meeting of the Grants Advisory Committee for Members to review.

6. Date of next meeting

Friday 26 February 2021 at 10:00am.

The Meeting ended at 11.10 a.m.

Agenda Item 4



South
Cambridgeshire
District Council

REPORT TO: Grants Advisory Committee

26 February 2020

LEAD CABINET MEMBER: Councillor John Williams Lead Cabinet Member for Finance

LEAD OFFICER: Jay Clarke

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 21st January 2021 and 12 Feb 2021 to the Community Chest funding scheme during 2020/21. There are no deferrals to consider.
2. To consider temporary revisions to 'Guidance notes for Community Chest' to allow for Covid related recovery specific Community Chest Grants to be awarded in March 2021 (and possibly April 2021 depending on remaining funding)

Key Decision

3. Is this a Key Decision? – No.

Recommendations

4. It is recommended that the Grants Advisory Committee considers all applications for funding that are set out in Appendix A to this report and makes a recommendation to the Lead Cabinet Member regarding the level of funding (£0 - £1,000) to be awarded for each or defer a decision, if further information is required, or reject an application if it doesn't comply with the grants' criteria.
5. It is recommended that the Grants Advisory Committee consider and accept, amend or reject the following text to be temporarily inserted into the 'Guidance notes for Community Chest', usually referred to as Appendix B. This will allow a one-off Community Chest – Covid specific round of grants to be publicised as such and decided at the end of March 2021 Committee meeting along with usual applications.

Covid Relief Community Chest Grants

The Grants Advisory Committee have agreed to relax the eligible body requirements for the March (and possibly April) 2021 funding rounds (depending on remaining funding). This is to allow any group or Parish Council to apply. The Committee can award a maximum grant allocation of up to £2000 specifically in the case of applications designed to mitigate the effects of the Coronavirus pandemic. This is a temporary change to

Community Chest Guidance, for applications brought before March 2021 (and possibly April 2021) depending on remaining funding.

E.G. a parish council which would usually be ineligible for funding can apply for Covid specific funding, a group could apply for up to £2000, or if a particularly worthwhile project requested part funding, the Grants Advisory Committee may fund the project at a higher level than requested if it feels appropriate to do so.

This is a temporary change in guidance and any applications reviewed under this rule are done so entirely at the discretion of the Grants Advisory Committee. No guarantee of funding is made for Covid related Community Chest Applications.

Reasons for Recommendations

6. The Grants Advisory Committee's role is to consider and make recommendations to the Lead Cabinet Member responsible for grants, or Cabinet as appropriate, including, but not limited to:
 - a) Review of the Council's grants schemes to ensure they reflect Council priorities.
 - b) Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
 - c) Consideration of applications made under the Council's grants schemes.

Details

7. The Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire Applicants may apply for up to £1,000 and the community activity or project must deliver one or more of the following:
 - Improvements to community buildings and spaces (i.e. village halls / pavilions / play areas etc)
 - Repairs to historic buildings / monuments / memorials
 - Equipment / capital purchase
 - Materials
 - Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs).
8. Guidance notes and eligibility criteria can be found at Appendix B.
9. Total amount of funding made available for 2020/21 is £58,140.00.
10. There are **4** new applications totalling **£3,564** for consideration. The amount of funding remaining for allocation is **£44,639.75** A summary of the applications can be found at Appendix A (copies of the applications forms are available from the Sustainable Communities and Wellbeing Team upon request).

Options

11. The Grants Advisory Committee may consider all applications for funding that are set out in Appendix A of this report and recommend to the Lead Cabinet Member to:

12.

- a. award the amount of funding requested,
- b. award an alternative amount of funding, including zero funding,
- c. defer a decision, if further information is required from grant applicants, or
- d. reject an application stating the reason for this.

Implications

13. There are no significant implications

Risks/Opportunities

14. Applicants are required to provide supporting documents including copies of their constitution, financial accounts and quotes where applicable. Applicants must agree to the grant conditions before funds are released.

Consultation responses

15. Local members have been consulted on applications that directly affect their local area.

Effect on Council Priority Areas

16. The corporate aims are referenced in the criteria and guidance notes for the Community Chest.

Background Papers

Grants Advisory Committee Meetings

<https://scambs.moderngov.co.uk/ieListMeetings.aspx?CId=1096&Year=0>

Appendices

Appendix A: Applications Summary

Appendix B: Guidance notes for Community Chest

Report Author:

Jon London – Community Development Officer
e-mail: Jon.London@scambs.gov.uk

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Reference	CNDMQGMT	New Application		
Name of Organisation	Bassingbourn Nature Rangers			
Organisation Type	Constituted community group			
CCVS Registered	No			
Parish	Bassingbourn			
Land Owner	Various			
Project Type	Start-up			
Green option considered?	N/A			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Cllr. Cathcart has been contacted			
Parish Council Support	Supportive (pending council meeting decision for funding)			
Officer Summary	<p>Bassingbourn Nature Rangers will be a local group run by volunteers, providing a fun activity group for local children aged between 5 and 12, focussing on all things nature, environmental and the world around us. This will be done largely outside focussing on activities in the outdoors, i.e nature walks, conker collecting, working on a local allotment, pond dipping, litter picking, spending time in the local wooded areas and nature spots, and working alongside the local Environmental and Climate awareness groups.</p> <p>Activities include making beeswax wraps, using natural products for art, planting seeds and recycling, collecting conkers etc. The stated aim is that their members will be confident in the outdoors and will enjoy becoming independent young people using the environment to engage their senses, mental health and well being.</p> <p>These activities will start when safe to do so after the pandemic, and will help the community heal and get back to nature.</p> <p>This application is for start-up costs, including DBS checks, tools and initial craft materials. They have successfully bid to the County Council community reach fund for £1000.</p>			
Total Project Cost:	£2500		Total Applied For:	£1000

Reference	DFGDHTLL	New Application		
Name of Organisation	Sew Positive			
Organisation Type	Charity (1192682)			
CCVS Registered	Yes			
Parish	Haslingfield			
Land Owner	Currently run from private residence			
Project Type	Start-up			
Green option considered?	N/A			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Cllr. Mason and Cllr. Sollom have been contacted			
Parish Council Support	(Supported, S137 grant decision pending)			
Officer Summary	 <p>Melissa Santiago-Val started a voluntary community initiative, CommunityMasks4NHS, whilst furloughed in 2020. This initiative was able to raise £40k for NHS Charities Together, while allowing volunteers to sew over 13k face coverings. The initiative highlighted mental health and social inclusion benefits among over 50 volunteers, including students, people working full time, retirees, shielding individuals and people with no sewing skills. It brought them together at a time when they felt disempowered by the pandemic and disconnected from people and meaningful activity.</p> <p>This application is to help the transition of the initiative into a proper charity, "Sew Positive", which is aimed at helping to create social cohesion and support mental health in vulnerable groups, and for sewing and creativity to act as an intervention to prevent high-level social or health care support or escalation. They are connected into various county-level mental health networks and are already delivering support through social prescribing.</p> <p>This application will specifically fund start-up costs such as insurance, IT costs such as a Zoom licence, materials and fabric.</p>			
Total Project Cost:	£1000	Total Applied For:	£1000	

Reference	WCGXMSDZ	New Application		
Name of Organisation	Arthur Rank Hospice Charity 			
Organisation Type	Charity (1133354)			
CCVS Registered	No			
Parish	All South Cambs			
Land Owner	N/A			
Project Type	Equipment/ Capital Purchase			
Green option considered?	N/A			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	N/A (All South Cambs)			
Parish Council Support	N/A (All South Cambs)			
Officer Summary	<p>Arthur rank hospices' Community Team supports people who are reaching the end of their lives in their own homes. This funding will enable them to purchase three medical kits for rapid response call-outs. This service has seen an increase in referrals throughout the pandemic. They carry out assessments with patients and liaise with patients' other healthcare providers to ensure an integrated approach, as well as delivering a rapid response service. This allows them to reach current caseload patients quickly, during a point of crisis or deterioration. For example, a patient at home may suddenly deteriorate, which may be caused by an infection. With the appropriate diagnostic equipment, one of their Clinical Nurse Specialists or Doctors will be able to run rapid tests to help quickly diagnose the suspected infection.</p>  <p>This application is for three of these kits. (A detailed description of the kits has been provided by the applicant)</p> <p>https://www.arhc.org.uk/supporting-you/care-services/community-team/</p>			
Total Project Cost:	£564.00	Total Applied For:	£564.00	

Reference	KGZHXVSS	New Application	
Name of Organisation	Linton Village Cricket Club		
Organisation Type	Constituted Community Group		
CCVS Registered	No		
Parish	Linton		
Land Owner	Linton Parish Council		
Project Type	Equipment/ Capital Purchase		
Green option considered?	N/A		
Documentation Status	Safeguarding	Yes	Accounts
	Quote	Yes	Mission Statement
District Councillor Support	Full support from Cllr. Batchelor		
Parish Council Support	Yes, £2000		
Officer Summary			

Linton Village Cricket Club was formed in 1852 and provides inclusive cricket for adults and children in Linton. (First XI, Second XI and third XI team as well as two midweek teams.)

This application is to purchase a new set of Mobile Cricket Nets. The grounds are owned by the Parish Council, and they have contributed £2k towards the project. The applicant is applying to other funds for the remainder.



<https://lintonvillage.play-cricket.com/>

Total Project Cost:	£3955	Total Applied For:	£1000
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Guidance notes for Community Chest

What is the Community Chest?

The Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire.

Who can apply?

Applicants must:

- Either be a non-profit group OR organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR be a public sector body with a demonstrable community focus (individuals and businesses are not eligible)
- Be a Parish Council or Parish Meeting with fewer than 160 registered electors*
- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Be able to provide an up to date copy of their accounts and any relevant protection policies

If you have questions about these criteria, please contact us using the details below.

If your organisation does not have a written constitution, mission statement and/or relevant protection policies please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. Please call 01223 464696 or email enquiries@cambridgecvs.org.uk

*Please note: The Committee reserves the right to supersede this clause should the PC or PM show good cause, for example:

- a) The PC or PM have multiple settlements and the application pertains to any one of these which satisfies the 160 elector threshold or
- b) Registered electors are within 10% of the threshold.

What must the project deliver?

The community activity or project must:

- Help us deliver one or more of the following aims:
 - Promote healthy and active communities
 - Enable inclusive communities
 - Develop skills
 - Enhance the natural environment
- Meet local need and leave a legacy for the community
- Ensure equality of access

What can be funded?

The community activity or project should be one of the following:

- Improvements to community buildings and spaces (i.e. village halls/pavilions/play areas etc)

- Repairs to Historic Buildings/Monuments/Memorials
- Equipment/Capital Purchase
- Materials
- 'Start-up' costs (may include training of staff/volunteers, hall hire and other revenue costs)

What cannot be funded?

- On-going revenue costs or overheads (e.g. salaries, rent, advertising, promotional materials)
- Projects that replace funding by other public sector bodies, including parish councils (e.g. youth services, highways)
- Costs associated with preparing/printing Parish Plans
- Costs associated with Neighbourhood Watch schemes
- Costs associated with Community Speedwatch schemes or other traffic initiatives
- Costs associated with purchasing defibrillators
- Items that would only benefit 'individuals' and not the group (e.g. sports kits)
- Projects that have previously received Community Chest funding in the same financial year

How much can be applied for?

The maximum award is £1,000 in any single financial year (April-March) and can be for 100% of the project's costs unless the initiative is on parish council land, in which case a 50% contribution from the parish council is expected.

If there is high demand for funding it may mean that the Council is only able to make a contribution to your project. The Council reserves the right to prioritise based on funding available, size of electorate, parish precept, indices of deprivation, number and type of applications received at any given time, priorities for the financial year and value for money. Eligibility does not guarantee grant funding.

When can groups apply?

The Community Chest opens in April and October each year, with 50% of the annual budget released at each point. Groups can apply at any time during the financial year until the funding is fully allocated for that period.

Preferred green options

Applications to the Community Chest to renovate or purchase items that include an internal combustion engine (including accessories) will not normally be considered.

For such an application to be considered evidence must be provided to demonstrate why an electric variant is not being considered. Such evidence should include market research demonstrating that a similar electrically powered variant is not within price range, or that due to technical differences such a unit would not be fit for purpose.

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement
- A copy of your latest accounts (audited if available)

- A quote for the community activity or project
- A copy of your safeguarding policy

In addition, the following will be required if relevant to the project:

- Appropriate protection policies: children, young people, vulnerable adults
- Public Rights of Way consent from landowner
- Any other relevant material that would support your application

How will the grant be paid?

If successful, the applicant will receive the grant payment once we have received acknowledgement of the grant offer and acceptance of the terms and conditions.

What are the conditions of funding?

Groups that are awarded a grant will be expected to comply with the following conditions as a minimum:

- Funding must only be used for the agreed purpose and spent within 12-months of the award being made (unless otherwise agreed in writing)
- Any publicity must acknowledge the award provided
- Unused grant must be returned to South Cambridgeshire District Council
- An end of project evaluation must be submitted to South Cambridgeshire District Council within 3-months of project completion. Details about this are available on the SCDC website

Any award will not be means tested but applicants will be expected to have sought other means of local funding, especially from the parish council who may have funds available through planning developments (S106) or through its precept (S137).

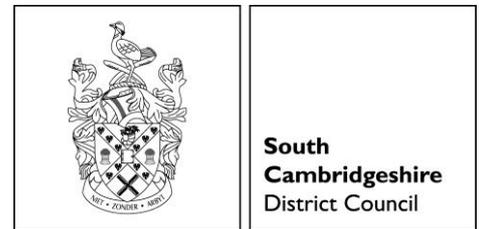
For further information please go to:

<https://www.scambs.gov.uk/communitychest>

Contact Details: community.chest@scambs.gov.uk

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Agenda Item 5



REPORT TO: Grants Advisory Committee 26 February 2021

LEAD CABINET MEMBER: Lead Cabinet Member for Finance

LEAD OFFICER: Head of Shared Waste Services and Environment

Zero Carbon Communities (ZCC) Grant Scheme 2021-22

Executive Summary

1. The purpose of this report is for the committee to provide feedback on changes to the Zero Carbon Communities Grant Scheme, which build on the learning from its first two years, and focus the scheme on two specific themes – Community buildings and Tree Planting/Nature; as well as introducing an extra general theme for projects not in the above categories.
2. The Constitution states that approval of policies and criteria for the approval of grant schemes under which awards above Level 1 (£5,000) may be made is for decision by the whole Cabinet. The committee is asked to confirm that the changes proposed do not significantly affect the policies and criteria of the Zero Carbon Communities grant scheme and do not therefore need to be decided by the whole Cabinet.

Key Decision

3. This is not a key decision. The Zero Carbon Communities grant scheme will be funded from within existing budgets and the changes proposed do not significantly affect the grant scheme criteria.

Recommendations

4. It is recommended that the Grants Advisory Committee

- i. review the proposed changes to the Zero Carbon Communities (ZCC) Grant Fund for 2021/22 as set out in **Table 1** of Appendix A to this report
- ii. provide feedback on the proposed changes
- iii. confirm that the changes do not significantly affect the policies and criteria of the grant scheme

Key changes proposed

5. Instead of inviting applications under the three themes Community buildings, Tree planting and other nature-based solutions, and Cycling, applications will be invited under the following three themes:
 - i. Community buildings
 - ii. Tree Planting/Nature
 - iii. Other projects

Reasons for Recommendations

6. The Zero Carbon Communities Grant Scheme is a pioneering scheme to support community action on climate change. When it was set up it was envisaged that changes would be made to the scheme based on learning from its previous years of operation. This learning has been captured and incorporated in the proposed changes.
7. The purpose of the Grants Advisory Committee is to consider and make recommendations to the lead Cabinet Member responsible for grants, or Cabinet as appropriate, including design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
8. The proposed changes do not affect the broad criteria for the approval of grants under the Zero Carbon Communities grant scheme which remain as before, ie grants will be awarded to the projects which best fulfil the objectives of cutting carbon and engaging communities on climate change.

Details

9. Setting up of a Zero Carbon Communities grant scheme was agreed by Cabinet at their meeting on 1 May 2019 with the aim of providing support to parish

councils and community groups for projects that will reduce reliance on fossil fuels and promote behaviour change.

10. In its first year of operation, applications were invited for projects to engage communities and support the aim of zero carbon by 2050. 42 applications were received, 19 of which were awarded funding following recommendation by the Grants Advisory Committee at their meeting on 20 December 2019.

11. In its second year of operation, applications were invited for projects to support the aim of zero carbon by 2050 plus one of the following objectives:

- Increased awareness of energy improvements to buildings by the wider public
- Increase in take-up of cycling by people who would not otherwise cycle
- Increased awareness of the importance of trees by the wider public

56 applications were received, 17 of which were awarded funding following recommendation by the Grants Advisory Committee at their meeting on 27 November 2020. Energy surveys for 10 community buildings were also provided.

12. Learning from rounds one and two of the grant has been captured through surveys circulated to all applicants and members of both the Grants and Climate and Environment Advisory Committees. Using this feedback, options for round three were discussed by three officers (those involved in the scoring of applications in round two).

13. The revised proposal incorporates the views of applicants, members, officers and the number of applications received for each theme in round two.

14. The revised proposed scheme differs from the previous schemes in that applications are invited for projects under two specific main themes and an extra general theme for exceptional projects; with each theme being allocated a percentage of the total grant fund:

- Community buildings (40%)
- Nature (40%)
- Other projects (20%)

Further details of the revised scheme, reasons for the changes and alternative funding options (with reasons why they are not the preferred recommendations), are provided at Appendix A.

15. Information for applicants is provided at Appendix B

Options

16. The Grants Advisory Committee can

- i. provide feedback on the proposed changes to the Zero Carbon Communities (ZCC) Grant Fund for 2021/22 as set out in **Table 1** of Appendix A to this report and
- ii. confirm, otherwise that the changes do not significantly affect the policies and criteria of the grant scheme, and do not, therefore need to be decided by Cabinet

Implications

17. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Financial

18. Funding of £100,000 for the Zero Carbon Communities Grant Scheme 2021-22 has been agreed in the Council's spending plans for 2021-22. Funding is from the 'Renewables Reserve', comprising retained non-domestic rates from renewable energy schemes.

Legal

19. Funding agreements with grant recipients will be drawn up in accordance with templates approved by the legal team. Funding agreements will allow variation or recovering of the grant in specific circumstances.

Equality and Diversity

20. Consideration will be given to how the Zero Carbon Communities Grant Scheme can be promoted to groups with protected characteristics. Organisations applying to the fund will be required to have an Equality and Diversity policy, strategy and/or action plan, appropriate to the scale and nature of their operations.

Climate Change

21. The Zero Carbon Communities grant scheme is part of the Council's Zero Carbon Strategy to support the district to make the transition to net zero carbon by 2050.

Consultation responses

22. Previous applicants to the scheme were asked for their views of round two in an online survey. 18 responses were received and have been taken into account in redesigning the scheme.

23. All Members of both the Grants and Climate and Environment Advisory committees were invited to express their views of round two in a survey. Four responses were received and have been taken into account in redesigning the scheme.

24. This report has been circulated to the Climate and Environment Advisory Committee and this committee has been invited to attend the Grants Advisory Committee to contribute their views.

Effect on Council Priority Areas

Growing local businesses and economies

25. Local businesses are likely to be involved in providing goods and services funded through the Zero Carbon Communities Grant Scheme.

Being green to our core

26. The Zero Carbon Communities Grant Scheme supports community groups to promote behavioural change and reduce reliance on fossil fuels

A modern and caring Council

27. The Zero Carbon Communities Grant Scheme funds community and voluntary groups that benefit local people

Background Papers

Grants Advisory Committee, 29 March 2019

<http://modern.gov/ieListDocuments.aspx?CId=1096&MId=7487&Ver=4>

Cabinet 01 May 2019

<http://modern.gov/ieListDocuments.aspx?CId=293&MId=7365&Ver=4>

Grants Advisory Committee, 26 June 2020

<http://modern.gov/ieListDocuments.aspx?CId=1096&MId=7963&Ver=4>

Appendices

Appendix A: *Table 1* Zero Carbon Communities Grant Round 3 Proposed changes

Appendix B: Information for applicants

Report Authors:

Siobhan Mellon – Development Officer, Climate and Environment

Telephone: 01954 713395

Emma Dyer – Project Officer, Climate and Environment

Telephone: 01954 713344

Zero Carbon Communities Grant Round 3 Proposed changes

Table1:

Scoring Criteria		
Previous (Round 2)	Proposed (Round 3)	Reasons for change
Community Buildings (40%)		
Reduced use of fossil fuel energy in community buildings (33%)	Estimated reduction in carbon emissions as a result of project. <i>Please show how this has been calculated e.g. from an energy survey</i> (33%)	<i>By focusing on carbon emissions, we increase understanding of these. The figure will allow a rough value for money calculation to be made by dividing the reduction by the cost.</i>
Increased awareness of energy improvements to buildings by the wider public (33%)	If successful, how will you publicise the work carried out to the building to inspire and encourage others to do similar projects? (33%)	<i>Makes it clearer what we are expecting</i>
Additional value (33%)	This section is an opportunity to provide details of additional value which could include funding contributions or contributions in kind, eg volunteer time/expertise from other sources, collaboration between organisations, and/or evidence of local and/or Member support. In order to score highly, we encourage applications requesting >£5k to seek part funding/in kind contributions (33%)	<i>Makes it clearer what we are expecting</i>
Tree-planting/Nature (40%)		
Reduced CO2 in the atmosphere and new habitats for wildlife (33%)	Expected Benefits e.g number and sizes of trees to be planted (where relevant), wildlife benefits, what plans are in place to manage the area and what are the long-term prospects for the site? (33%)	<i>No easy way to calculate CO2 sequestration so ask for number of trees and their sizes as a proxy</i>

Increased awareness of the importance of trees and habitat creation by the wider public (33%)	How has the community been involved in drawing up these proposals and what plans are there for community involvement in the project in future? (33%)	<i>New questions are more specific</i>
Additional value (33%)	As per Community Buildings section (33%)	<i>As per Community Buildings section</i>
Cycling projects	Other projects (20%)	
Reduction in miles travelled in private vehicles (33%)	How will the project result in reduced carbon emissions? Estimated reduction in carbon emissions as a result of project. (33%)	<i>By focusing on carbon emissions, we increase understanding of these. The figure will allow a rough value for money calculation to be made by dividing the reduction by the cost.</i>
Increase in take-up of cycling by people who would not otherwise cycle (33%)	How has the community been involved in drawing up these proposals and what plans are there for community involvement in the project in future? If successful, how will you publicise the work carried out to the building to inspire and encourage others to do similar projects? (33%)	<i>Makes it clearer what we are expecting</i>
Additional value (33%)	As per Community Buildings section. Plus what additional value do you think your project provides? (33%)	<i>As per Community Buildings section but also gives the applicant an opportunity to think about co-benefits.</i>
Additional changes		
Grant open for 3 months (e.g.1 st July- 30 th Sep 2020)	Grant open sooner (e.g.1 st April-30 th June 2021)	<i>Gives those people going away over the summer more time to prepare their applications</i>
Community building application categories: <ul style="list-style-type: none"> • Energy survey • Energy conservation or efficiency measures • Solar PV and/or battery storage system for solar PV 	Any community building project which results in a reduction in energy use and/or generation of renewable energy or heat	<i>Provides more choice to suit the needs of the community building while still resulting in a reduction in carbon emissions</i>
No maximum amount given for each stream; funded	Separate out allocation of funding:	<i>Makes it easier to allocate funding</i>

projects decided using overall scores	Community buildings (40%) Nature (40%) Other projects (20%) If insufficient applications received for a particular stream, funding could be moved	
GAC members' recommendations for funding based on highest scores given by officers for <i>all applications</i>	GAC members' recommendations for funding based on highest scores given by officers for <i>applications within each stream</i>	<i>Makes it easier to allocate funding</i>

Alternative Options:

The following funding options have also been considered for round three and include reasons why they are not the preferred options:

Funding options

Option 1: Change the grant scheme so that it is a rolling scheme like the Community chest with money being allocated twice a year. *Disadvantage:* Fluctuations in numbers of monthly applications might not necessarily see the best projects being funded. Would need continual monitoring and may require more officer time. Publicity would have less impact.

Option 2: Change the grant scheme so that it is a three-year funding scheme with funding released annually (e.g. similar to the service support grant scheme). *Disadvantage:* Some projects would not require three years for completion.

Funding Amounts

Option 1: Change Funding amount (e.g. between £1,000 to £7,000*) to allow for more projects to be funded. *Disadvantage:* Larger projects would not get 100% funding so may not apply; however, they could still be part funded.

*Average amount applied for in round 2 was £6,518 and the median amount was £4,934

Option 2: Specify all applications would need to include details of match funding/in kind contributions e.g. 50% ***Disadvantage:* Some community groups may not have any spare money or ability to fundraise, so would not be eligible

** 25 out of 45 round 2 applications included part funding. Of these projects, the average part fund was 33% of the total project cost.

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Zero Carbon Communities Grant Scheme 2021-22

Information for applicants

The Zero Carbon Communities Grant Scheme supports communities in South Cambridgeshire to take action on climate change.

Applications invited from	parish councils and community groups (see full list of eligibility criteria below)
Total available	£100,000
Min/max grant	£1,000 - £15,000
Grant scheme open	Thursday 1st April 2021
Application deadline	5pm Wednesday 30 June 2021

All eligible grant applications will be reviewed by the Grants Advisory Committee, who will make recommendations to the lead Cabinet Member for Finance for decision. We aim to let applicants know of the decision within two months of the application deadline.

Applications are invited for projects in any of three themes. Applicants are welcome to apply for more than one project, although it should be noted that allocation of funding will take into account the aim of achieving a good spread of funding across the district.

Project proposals will be scored and prioritised for funding based on how well the answers to the questions fulfil the objectives given for each theme. For projects requesting more than £5,000 we would encourage applicants to seek part funding/in kind contributions in order to score highly.

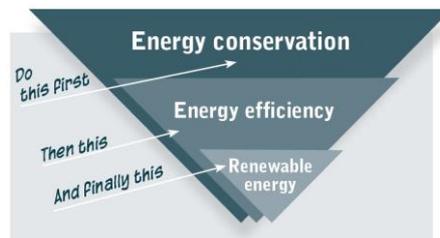
A Community buildings

Objectives:

- i. Reduced use of fossil fuel energy in community buildings (33%)
- ii. Increased awareness of energy improvements to buildings by the wider public (33%)
- iii. Additional value (e.g. funding contributions or contributions in kind, eg volunteer time/expertise from other sources, collaboration between organisations, and/or evidence of local and/or Member support) (33%)

In this theme we are interested in funding improvements to community buildings* to reduce the need for fossil fuel energy, (eg grid electricity, gas or oil). We will prioritise improvements which

take a whole-building approach which takes into account the 'energy hierarchy' (see below), which ranks the stages on the way to using less energy in a building.



The value of projects on a community building is much greater if it can be used to raise awareness in the wider public about improvements which can be made to homes and other buildings. We will ask you for your plans to do this, for example by holding an open event, and/or providing an article for your local newsletter.

Examples:

Energy conservation measures

- Insulation of walls, ceilings, roofs, floors and pipes and the replacement of doors or windows.

Energy efficiency measures

- Lighting upgrades, smart heating control units or infrared heating. We will prioritise these where they have been recommended on an energy survey.

Solar PV and/or battery storage system for solar PV

- Solar PV and/or battery storage systems for solar PV where you can show that feasible energy conservation and efficiency measures have already been undertaken or you have a plan to undertake these, (eg funded by savings from the solar PV scheme). We will prioritise schemes where a significant proportion of electricity generated will be used on-site (either through daytime use of the building or through battery storage).

*Buildings must be open to the whole community, for example village halls. Multi-purpose church halls and Scout and Guide buildings are eligible where clearly advertised as multi-purpose. Applicants should have a freehold or leasehold interest in the hall in place. If there is a lease in place there must be at least 21 years left to run on the lease. School buildings are not eligible for funding through this grant scheme.

(For energy improvements to schools, please contact Cambridgeshire County Council's [Re:fit Schools Programme](#) which arranges energy saving measures for schools funded through loans or managed service arrangements).

B Tree-planting/ Nature

Objectives:

- i. Reduced CO2 in the atmosphere and new habitats for wildlife (33%)
- ii. Increased awareness of the importance of trees and habitat creation by the wider public (33%)

- iii. Additional value (e.g. funding contributions or contributions in kind, eg volunteer time/expertise from other sources, collaboration between organisations, and/or evidence of local and/or Member support) (33%)

We are looking to fund a variety of tree-planting and other nature-based solutions to help combat climate change. Consideration will be given to projects which capture CO₂ from the atmosphere or prevent its release, whilst at the same time creating or restoring natural habitats.

Examples:

- Planting of a landmark tree in a small open space
- Planting of a small tree population
- community orchard project
- community tree nursery project
- community allotment project
- small-scale restoration of peatland.
- hedge or larger village-wide tree canopy project.
- Tree consultancy fees

Trees and equipment to plant trees can also be funded although applicants will be expected to have explored the possibility of obtaining free trees through other sources such as the <https://www.woodlandtrust.org.uk/>. In your application you will need to demonstrate how your organisation has the capacity and resources to deliver your project and what your plans are for its long-term sustainability.

Where tree planting is on private land, consideration must be given to the ways in which the community will benefit, for example by way of access or landscape value. We would also like to see how the trees will be preserved in the future if land ownership changes.

C Other Projects

Objectives:

- i. Reduced CO₂ in the atmosphere (33%)
- ii. Increased awareness of the project by the wider public (33%)
- iii. Additional value (e.g. funding contributions or contributions in kind, eg volunteer time/expertise from other sources, collaboration between organisations, and/or evidence of local and/or Member support) (33%)

This theme is for projects not fitting into our two main themes of Community buildings and Tree planting/Nature. Of interest are bold, ambitious and imaginative projects that are able to fulfil the above objectives to a high standard.

Examples:

- Community initiatives and events that promote sustainable lifestyle choices
- Improvement to cycling infrastructure
- A project to promote cycling
- Waste reduction projects

Full list of eligibility criteria

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR a South Cambridgeshire parish council.

Non-profit organisations could include registered charities, companies limited by guarantee, unincorporated associations or clubs, community interest companies, charitable incorporated organisations, community benefit societies, social enterprises, established voluntary sector organisations and community shops with an appropriate legal structure (ie not profit-making).

Schools and any other organisations can apply for a grant for a project which is accessible to the community and not just for educational purposes.

Applications from informal community groups and local businesses are also encouraged provided they partner with an eligible non-profit organisation as listed above. The lead applicant must be the non-profit organisation and as such will be required to demonstrate an appropriate level of involvement in the project. Commercial businesses are **not** eligible to apply.

- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Have a bank account
- Be able to provide an up to date copy of their accounts and any relevant protection policies. Parish councils can signpost us to relevant online documentation and do not need to submit hard copies.

If your organisation does not have a written constitution, mission statement and/or relevant protection policies please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. Please call 01223 464696 or email enquiries@cambridgecvs.org.uk

How much can be applied for?

Applications are invited for a minimum of £1,000 and up to £15,000 per organisation.

How will the grant be paid?

A funding agreement will be prepared for all successful applicants. This will include arrangements for payment of the grant.

What We Fund

We can support the following revenue costs:

- Salaries of project workers
- Salaries of management staff who supervise project staff. These should be in proportion to the staff time spent on the project
- Reasonable expenses of project staff and volunteers
- Marketing and publicity for the project (as appropriate)

- Equipment.
- Capital costs.
- Engagement activities

We cannot pay for the following:

- Activities, events or services which have already taken place, including staff development time.
- Activities that benefit individuals, rather than the wider community
- Activities that generate profits for private gain
- Religious activity or content (although we are able to fund religious organisations if they are providing benefit for the wider community)
- Activities that replace government funding (for example, we can only fund school activities that are additional to the curriculum)
- Renewable energy installations where it is intended to claim Renewable Heat Incentive payments or any other payments where the use of public grants renders the installation ineligible for such payments.
- Loan repayments.

Where funds allocated through the scheme can be spent on local businesses this is welcomed.

What are the conditions of funding?

Organisations that are awarded a grant will be expected to comply with the following conditions as a minimum:

- Funding must only be used for the agreed purpose and must be spent within 12-months of the award being made except where exceptional circumstances apply, and an extension is agreed with the grants officer in writing.
- Where a proposal anticipates financial savings or income, the applicant will need to show this will be for the benefit of the community.
- Publicity must take place acknowledging the award provided by South Cambridgeshire District Council.
- Any unused grant must be returned to South Cambridgeshire District Council
- An end of project report with photographs must be submitted to the Council within three months of project completion.

Applicants are encouraged to seek support for their application from their local Member.

Where appropriate, applicants are encouraged to seek part-funding from other sources including their parish council. There is no requirement for this, but if as expected, the fund is oversubscribed, proposals including funding from other sources will be prioritised. Part-funding can include your own fundraising and can be of monetary and/or in-kind value.

Applicants seeking less than £1,000 are encouraged to apply to the Community Chest for funding if the project involves improvements to community buildings, group 'start-up' costs or the purchase of equipment or materials. More information, including eligibility criteria can be found [here](#)

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- A quote for the project

For further information please contact:

Contact details: zcc@scambs.gov.uk or 01954 713344

Guidance Note 1- Contact Details

The first contact should be someone from your organisation who can discuss the application. This would normally be the person responsible for how any grant would be used. Please provide telephone numbers and email addresses to enable us to contact you if there are queries relating to your application.

Guidance Note 2 – About your organisation

2.1. What does your organisation do?

This should be a summary of the work your organisation does rather than the project you want a grant for. Please give a brief account of the aim of your organisation, the services or activities you provide, who they are provided for. If you are a new group, please state what you intend to achieve. For community groups, please tell us how many people use the services you provide.

2.2. If your organisation is a charity, please provide your charity number.

This can be found using the link: <https://www.gov.uk/find-charity-information>

2.3. Does your organisation have a bank account? Please answer Yes/No

2.4 Is your organisation affiliated to another body? If yes state which one

Please include any national or local bodies to which your organisation belongs.

2.5. Safeguarding

The Council requires organisations working with children, young people and/or vulnerable adults to have appropriate safeguarding procedures in place. Please include a copy of your organisation's safeguarding policy with your application if your project involves working with children, young people and/or vulnerable adults. For more information follow the link:

<http://www.cambridgecvs.org.uk/group-support/Safeguarding>

2.6. Insurance. Does your organisation have appropriate insurance in place for this project?

Guidance Note 3 -About your proposal

A Community buildings

A1 Who owns the building?

A2 Tell us about the building and how it is used?

A3 Have any other energy conservation and efficiency measures already been undertaken?

A4 How does the project meet the objective of reducing use of fossil fuel energy in community buildings.

Please include an estimated reduction in carbon emissions as a result of project. Please show how this has been calculated e.g. from an energy survey

A5 How does the project meet the objective of increased awareness of energy improvements to buildings by the wider public?

If successful, how will you publicise the work carried out to the building to inspire and encourage others to do similar projects?

A6 Has your project been identified as a result of an energy survey? If yes, please give details

A8 Are you working with any other organisations on this project? Please give details.

Are there any other organisations directly involved with delivering this project? If so, how are the project work streams divided? In particular include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.

A9. Please indicate an approximate date when your project is likely to be undertaken/started.

Funding must be spent within 12 months of the award being made (unless otherwise agreed in writing)

B Tree-planting/ Nature

B1 Location of proposed project?

Please include at least 3 photos of your project site (upload at end)

B2 Tell us about the land and how it is currently used?

B3 Does your organisation own the land where the project is planned?

Please answer Yes/No

If **No**, please state if you have written landowner permission for the location of your proposal. Please provide a copy of this in your supporting information

B4 Please briefly describe your project (2 lines max)

B5 How does the project meet the objective of reducing CO2 in the atmosphere and creating new habitats for wildlife?

Please include number and sizes of trees to be planted (this can be an estimate) and the benefit it will provide to wildlife. What resources will you have for maintenance once the project is completed? (e.g how will volunteer programmes be sustained?) What are the long-term prospects for the site? Please include a sketch or planting plan for your project (upload at end)

B6 How does the project meet the objective of Increased awareness of the project by the wider public?

How has the community been involved in drawing up these proposals and what plans are there for community involvement in the project in future? What difference will the project make to your community? How many adult and children volunteers will be involved in the project?

B7 Have you experience in delivering similar projects? If yes, please give details

B8 Have you obtained any expert advice on your proposal?

Please answer Yes/No If yes please provide more information

B9 Are you working with any other organisations on this project? Please give details.

Are there any other organisations directly involved with delivering this project? If so, how are the project work streams divided? In particular, please include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.

B10 Will you be using funding to pay for a tree consultant?

Please answer Yes/No. For tree consultancy services we are aware of the organisations below. This is not an exhaustive list.

- Chartered Foresters (<https://www.charteredforesters.org/about-us/hire-a-consultant/>)
- PECT (Tony.cook@pect.org.uk and <https://www.pect.org.uk/>)
- Tracy Clarke (<https://www.tracyclarke.co.uk/>)
- Sharon Hosegood (<https://sharonhosegoodassociates.co.uk/>)
- Tree Life AC Ltd (www.treelifeac.co.uk/)
- Chris Neilan (www.chrisneilan.co.uk/)

B11 Please provide any additional information about your project.

B12 Please indicate an approximate date when your project is likely to be undertaken/started. Funding must be spent within 12 months of the award being made (unless otherwise agreed in writing)

C Other Projects

C1 Please describe your project (200 words max)

C2 How does the project meet the objective of reducing CO2 in the atmosphere What is the estimated reduction in carbon emissions as a result of project?

C3 How does the project meet the objective of increased awareness of the project by the wider public?

How has the community been involved in drawing up these proposals and what plans are there for community involvement in the project in future? If successful, how will you publicise the work carried out to the building to inspire and encourage others to do similar projects?

C4 What additional value do you think your project provides? Please provide details of any co-benefits resulting from your project

C5 Have you obtained any expert advice on your proposal?

C6 Please indicate an approximate date when your project is likely to be undertaken/started. Funding must be spent within 12 months of the award being made (unless otherwise agreed in writing)

Guidance Note D Financing your project*

*For projects requesting more than £5k we would encourage applicants to seek part funding/in kind contributions in order to score highly

D1. Is your parish council able to contribute part-funding for your project? If so, please give details.

We encourage you to approach your parish council, especially if it is one of the larger parish councils, for part-funding of any applications you make. This is particularly relevant where the application is for project funding, (as opposed to items/services, eg the bike/cargo bike, community building survey or electric share-bike scheme). They may have a local fund available for small projects, or monies from building developments (s106) that could be used for your project. Applications with part-funding in place will be looked upon favourably.

Contact information for parish councils can be found using the link below:

<https://www.scams.gov.uk/councillor-information/parish-councils/parish-council-guidance-and-information/>

D2. Do you hope to have other sources of funding? If so, please give details.

This could include part-funding through your own fundraising, other grants or sponsorship. Please list other funders to whom you are applying, detailing when you submitted your application, or plan to, and a date by which you should be informed of the decision. If any applications were refused, please provide details. If there is a shortfall in funding, what steps will you take to overcome this?

D3. Please give a breakdown of project costs.

Please give as much detail as possible and include ALL costs. The breakdown should be for the whole cost and not just the amount you are asking for funding for. Please make it clear what part of the project you are specifically asking for funding for and ensure that the amount you are requesting related directly to at least one of your quotes. If you do not provide accurate information, this may jeopardise your application's success.

D4. What is the total project cost?

Please round this up to the nearest £1.

D5. How much are you asking for from the Zero Carbon Communities grant?

This can be up to 100% of project costs. However, projects part-funded from other sources will be looked upon favourably. If you are VAT registered and able to claim VAT back, please state the ex VAT amount as the requested amount.

Guidance Note E Support from your District Councillor

E1. Is your District Councillor in favour of the project?

Please give details. We encourage applicants to inform their district councillors about their project.

Contact Information can be found using the link below:

<https://scams.moderngov.co.uk/mgMemberIndex.aspx?bcr=1>